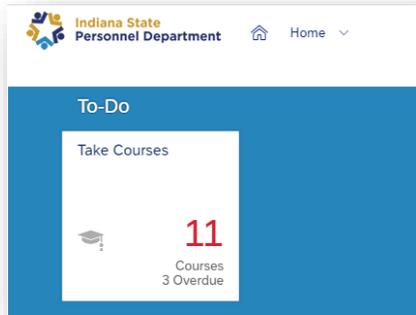




To access this course, please log into SuccessFactors (for help logging in, please see the [SuccessFactors Learning Management System User Login Guide](#)).

You can access the module from your homepage two different ways.



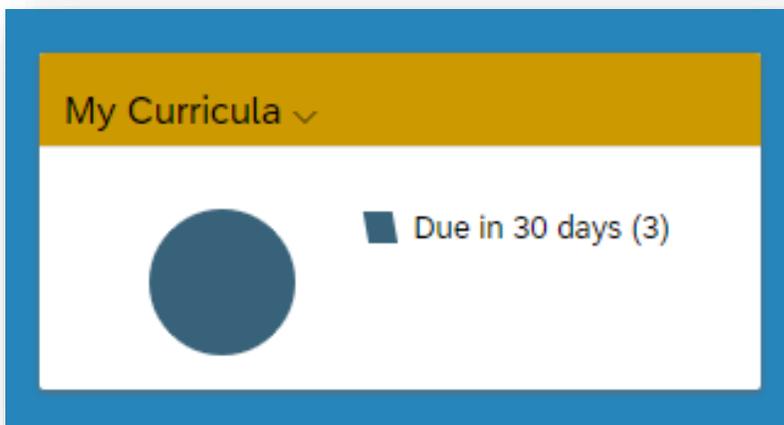
1. Select the learning **To-Do** tile from your homepage. A pop-up window will appear.

2. Navigate to the learning section of SuccessFactors by selected **Learning** from the dropdown menu at the top of the page

---OR---



3. Select the **My Curricula** tile in My Learning.



For questions about the content of this document, please contact the INSPD Learning & Development division, spdtraining@spd.in.gov.



- Under **My Curricula** select **New Employee E-Orientation Intermittent Version**.

**note: if you have multiple items in your learning assignments or curricula, you may need to scroll down to locate the module(s).*

Curriculum Title	Status	Priority	Next Action ...
New Employee E-Orientation Full-Time Version		N/A	11/30/2020
New Employee E-Orientation Intermittent Version		N/A	11/30/2020
New Employee E-Orientation Part-Time Version		N/A	11/30/2020

- To launch the first module, select **Start Course** (if you have already launched the course, but not completed, select **Continue Course**).



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6. There are **six modules** for completion within the New Employee E-Orientation Intermittent Version, which includes five computer-based trainings and one document.

NOTE: New Employee Orientation Online Packet, although classified as an ELRN, is a URL that must be clicked on to launch. This module will be marked as complete upon launch. DCMT should do the same i.e. mark complete upon launch. Each computer-based training will say “ELRN” below the course title. This helps you to know type of material each module consists of. Those that are documents for review will say “DCMT.” DCMT modules will be marked as complete upon launch.

← Back
New Employee E-Orientation Intermittent Version ⓘ

 ID: SPD_NEO_000003 PRIORITY N/A
Assigned by Admin

Welcome to Indiana State Government! This course will provide you information on our state health coverage, state policies and procedures, our performance management process and much more to help you integrate into our organizational culture. This course was developed for new intermittent employees and will cover specific information to bring a new employee onboard and to ensure they have received all information needed to start payroll and complete all required forms and training.

Incomplete

Assignments By Suggested Order ▾

1		RECOMMENDED	
New Employee Orientation Online Packet ELRN SPD_NEO_000010 rev.1 11/1/2020			
START COURSE ▾			
2		REQUIRED	✔ Completed 11/23/2020
New Employee Welcome & Paperwork ELRN SPD_NEO_000011 rev.1 11/1/2020			
3		11/30/2020 REQUIRED	
State of Indiana Acknowledgement of Standardized Policies and Employee Handbook DCMT SPD_NEO_000020 rev.1 11/1/2020			
START COURSE ▾			
4		RECOMMENDED	✔ Completed 11/8/2020
State Policies ELRN SPD_NEO_000015 rev.1 10/28/2020			
5		RECOMMENDED	
New Employee Required Online Training ELRN SPD_NEO_000019 rev.1 11/1/2020			
START COURSE ▾			
6		RECOMMENDED	✔ Completed 11/8/2020
College Choice ELRN SPD_NEO_000016 rev.1 10/28/2020			

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